

14 FEB 1984

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MEMORANDUM FOR: [redacted]
Management Staff, DA

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FROM: [redacted]
Chief, Plans and Management Staff
Office of Information Services

SUBJECT: FY 1984 First Quarterly Review

In preparation for our FY 1984 First Quarterly Review on 1 March 1984, I have attached two copies each of the agenda, the action plans of the four Divisions, and brief paragraphs on the milestones not chosen for formal presentation in the review session. Additional copies will be available for those in attendance.

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Attachments:
As stated

Def Run
0900 29Feb

OFFICE OF INFORMATION SERVICES
FY 1984 FIRST QUARTERLY REVIEW

1300 hours, 1 March 1984

Room 1207 Ames Building

AGENDA

<u>Time</u>	<u>Topics and Speakers</u>
1300-1310	<u>Overview</u> [redacted] Director of Information Services
1310-1325	<u>TRIS Update</u> [redacted] Chief, Requirements and Evaluation Unit, Information Technology Branch, RMD
1325-1340	<u>Top Secret Control</u> [redacted] Chief, Information Control Section, ITB
1340-1355	<u>Information Services Center</u> [redacted] Analyst, Records Systems Branch
1355-1410	<u>Preparation for FOIA Relief</u> [redacted] Chief, Information and Privacy Division

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PROGRESS ON ACTION PLAN ITEMS

Classification Review Division

1. The proposal for centralized review has given way to a more modest project for reviewing historical material, depending on the outcome of the FOIA relief bill. Success in reviewing historical materials could be the basis for later expansion into centralized review.
2. Guidelines for reviewing Summaries of Agency Employment have been updated and have been sent to interested components for comment and input.
3. CRD's proposal for participation in a historical review program has been submitted and is now under review.
4. Progress in developing the Released Information Management System (RIMS) and keying in information has been inhibited by lack of manpower and limited access to Wang terminals. Some information has been keyed, however, and activity is expected to pick up over the succeeding months.

Regulations Control Division

1. Updating of the Agency regulations issued prior to 1980 is continuing with 94 revisions received out of a total of 147 regulations affected. Forty-nine of these have been printed. Completion of this objective is affected somewhat by major reorganizations and relocations of several components key to the coordination process.
2. Updating of the regulations issued during 1980 also is progressing and RCD has processed 50 percent of the 83 regulations in the group. Initiators have been giving priority to updating their 1980 regulations relative to those issued before that date.
3. Activation of the telecommunications link between the Ames Building and Headquarters was delayed because of technical difficulties. It was finally connected on 10 February 1984. RCD is developing procedures in conjunction with the Printing and Photography Division for achieving priority printing of approved regulatory issuances.
4. Repagination of the headquarters regulations is on schedule.

Records Management Division

Transfer of full responsibility to the Archives and Records Center for inputting data into the Archives and Records Center Inventory System (ARCINS) has been completed.

Information and Privacy Division

By the end of March 1984, IPD will complete a review and revision of the Agency's portion of the Code of Federal Regulations in the areas of fee charges and waivers, historical access, cut-off dates, and other items that need updating.

OBJECTIVE AND ACTION PLAN

OBJECTIVE NO.	OFFICE	Approved For Release 2005/08/03 : CIA-RDP93B01194R001100140005-0	TY	MYR	DATE	STAT	STATUS						
CRD/OIS			84				OCT - NOV						
OBJECTIVE							DEC - JAN						
Maintain and refine capability for classification review consistent with Executive Orders and Agency regulations.							FEB - MAR						
Date Submitted: October 1983							APR - MAY						
							JUN - JUL						
							AUG - SEP						
							<input type="checkbox"/> EXCEEDING PLAN <input type="checkbox"/> MEETING PLAN <input type="checkbox"/> BEHIND PLAN						
ACTION PLAN (Milestones)		COMPLETION MONTH: SCHEDULED O, ACTUAL X											
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Prepare the written proposal for Agency centralized review.				O									
Complete the development of the RIMS system.							O						
Input 1,500 items into the RIMS data base (presumes one part-time contract annuitant working solely on this project).							O						
Visit Presidential Libraries as resources and funds permit and material has been processed and is ready for Agency review.													
Update guidelines for review of SAEs and prepare briefing material for personnel officers who are responsible for having departing employees prepare their SAE.				O									
Participate in the initial planning for OIS involvement in the selective historical review program.				O									